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ABSTRACT

Noting that the purpose and intent of the Federal Depository Library Program, as administered by the U.S. Government Printing Office (GPO), is to make government information available to the general public, this report presents the fundamental characteristics of the program as it is implemented in the Commonwealth of Kentucky. Descriptions of the federal depository library community in Kentucky and the physical composition of regional and selective depository libraries are included. In addition, a chart identifies the number of depository libraries by their designated type. An overview is then provided of the goals and objectives for the federal depository library community in Kentucky as they relate to the areas of collection development, bibliographic control and access, service, financial responsibility, public relations, and the depository library relationship. Concluding the report is a summary of the approval, review, and revision procedures for the Kentucky State Plan for Federal Depository Library Services, which is reviewed annually by the Regional Depository Librarian. Three appendixes provide: (1) the guidelines for the depository library system; (2) a directory of federal depository libraries in Kentucky; and (3) a copy of the letter of agreement between the depository libraries and the state of Kentucky. (MAB)

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KENTUCKY STATE PLAN FOR FEDERAL DEPOSITORY LIBRARY SERVICES

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KENTUCKY STATE PLAN FOR FEDERAL DEPOSITORY LIBRARY SERVICES

1990

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I. Purpose of the Federal Depository Library Program

The purpose and the intent of the Federal Depository Library Program as administered by the United States Government Printing Office (GPO) are as follows:

> To help fulfill its responsibility to inform the public on the policies and programs of the Federal Government, Congress established the Depository Library Program. This program is based upon three principles: 1) with certain specified exemptions, all government publications shall be made available to depository libraries; 2) depository libraries shall be located in each state and Congressional district in order to make government publications widely available; 3) these government publications shall be made available for the free use of the general public.
>
> Chapter 19 of Title 44 of the *United States Code* is the authority for the establishment and operation of the depository program...*

* *Government Depository Libraries: The Present Law Governing Designated Depository Libraries*. Joint Committee Print of the Joint Committee on Printing, U.S. Government Printing Office, revised May 1983, p. 1.

II. Purpose of the Kentucky State Plan for Federal Depository Library Services

The *State Plan* is intended to provide consistent goals and objectives for the federal depository library community in the Commonwealth of Kentucky. The main topics include collection development, bibliographic control and access, service, financial responsibility, public relations, and depository library relationships. To assure the success of this *State Plan*, cooperation is essential among the depository libraries in the Commonwealth of Kentucky.

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III. Description of the Federal Depository Library Community in the Commonwealth of Kentucky

There are 21 federal depository libraries in the Commonwealth of Kentucky. The oldest depository library in Kentucky is located at Centre College. The Grace Doherty Library has been a selective depository since 1884. The University of Kentucky has served as the regional depository library for the state since 1967, having been a selective depository since 1907. Louisville Free Public Library has been a selective depository since 1904 and, in 1988, became a Patent Depository Library. The depository community reaches the citizens of Kentucky through academic, public, and special libraries throughout the Commonwealth, as well as through the State Library.

The depository library collections offer access to information in all subject areas from agriculture to zoology. In addition to housing and maintaining the publications of the United States Federal Government, various depository libraries maintain special collections of Kentucky state documents and other national and international publications. Many depository libraries also offer their patrons access to government information through electronic databases.

The composition of the Federal Depository Library community in Kentucky is as follows:

Regional Depository:

University of Kentucky, Lexington, DR208

Selective Depositories:

Ashland Community College, Ashland, D219
Centre College, Danville, D217A
Cumberland College, Williamsburg, D209A
Eastern Kentucky University, Richmond, D217
Hazard Community College, Hazard, D215
Kentucky Department for Libraries and Archives, Frankfort, D211A
Kentucky State Law Library, Frankfort, D207
Kentucky State University, Frankfort, D207A

Kentucky Wesleyan College, Owensboro, D213A
Lindsey Wilson College, Columbia, D208A
Louisville Free Public Library, Louisville, D214
Morehead State University, Morehead, D210
Murray State University, Murray, D212
Northern Kentucky University, Highland Heights, D217B
Thomas More College, Crestview Hills, D209
Union College, Barbourville, D220
University of Kentucky Law Library, Lexington, D210A
University of Louisville, Louisville, D211
University of Louisville Law Library, Louisville, D214A
Western Kentucky University, Bowling Green, D213

Depositories by Type of Designation	*Number*
Highest state appellate court	1
Land grant colleges	2
Representative	12
Senatorial	3
Law libraries	2
State libraries	1
TOTAL	21

IV. Goals and Objectives of the Kentucky State Plan for Federal Depository Library Services

A. COLLECTION DEVELOPMENT

Goal: To maintain a comprehensive and dynamic collection development policy which assures citizens of the Commonwealth of Kentucky access to those federal documents, both current and retrospective, regardless of format, which are part of the Federal Depository Library Program.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Ensure that its policy reflects the Federal Depository Library Program as outlined in the *Guidelines for the Depository Library System*, Section 4 (see Appendix A).

2. Develop a written collection development policy to address the needs of its user population and be responsive to the needs of the service area.

3. Establish, between depository libraries, a method for cooperative collection development and/or housing arrangements within a specific service area when appropriate.

4. Create a method for cooperation with non-depository libraries within a service area for the purpose of a) item selection, and/or b) housing arrangements.

5. Preserve the collection in a physical condition equal to other library materials as outlined in the *Guidelines for the Depository Library System*, Section 6 (see Appendix A).

6. Establish procedures for a regular review of collection development policy documents and cooperative agreements in response to changing needs.

Additionally, the Regional Depository Library accepts the responsibility to:

1. Maintain a complete collection of all federal documents distributed through the Depository Library Program and to fill gaps in its retrospective collection.

B. BIBLIOGRAPHIC CONTROL AND ACCESS

Goal: To develop a means of bibliographic control and access which assures citizens of the Commonwealth of Kentucky the capability to identify and retrieve those federal documents, both current and retrospective, regardless of format, which are part of the Federal Depository Library Program.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Maintain an adequate record of its holdings.

2. Provide, to the extent possible, bibliographic control and access for federal documents equal to that of other library holdings including, but not limited to, commercial publications and databases.

3. Encourage the integration of bibliographic records for the federal documents collection into the public catalog.

4. Contribute, when appropriate, federal periodicals holdings to union lists such as the *Kentucky Union List of Serials* (KULS).

C. SERVICE

Goal: To provide the most efficient and effective service possible to the citizens of the Commonwealth of Kentucky seeking access to and use of those federal documents, both current and retrospective, regardless of format, which are part of the Federal Depository Library Program.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Ensure that service reflects the Federal Depository Library Program as outlined in the *Guidelines for the Depository Library System,* Section 9 (see Appendix A).

2. Provide the same degree of access to federal documents as is provided to other collections during the hours of operation.

3. Provide sufficient personnel to administer effective reference assistance.

4. Provide equally to all users the tools necessary for good reference service.

5. Use referrals between depository libraries via mail requests, telephone, telefacsimile, or other electronic means to facilitate and improve service.

6. Provide interlibrary loan service in compliance with the Interlibrary Loan Code of the American Library Association.

7. Encourage the personnel of depository libraries to participate in continuing education activities.

8. Encourage the utilization of technological innovations by the United States government and by the information industry.

Additionally, the Regional Depository Library accepts the responsibility to:

1. Provide consultation and reference service to the selective depository libraries in Kentucky via mail requests, telephone, telefacsimile, or other electronic means.

D. FINANCIAL RESPONSIBILITY

Goal: To seek adequate institutional support to acquire, process, house, service, and preserve those federal documents, both current and retrospective, regardless of format, which are part of the Federal Depository Library Program.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Provide trained personnel to process and service the Federal documents collection.

2. Provide adequate accessible space for housing and preserving the Federal documents collection in a manner to facilitate its use.

3. Provide and maintain adequate equipment and supplies for the utilization of the federal documents collection.

4. Anticipate and plan to provide, to the extent possible, access to information which may be available only in a single format as a result of changing technologies.

E. PUBLIC RELATIONS

Goal: To promote, among the citizens of the Commonwealth of Kentucky, awareness of depository libraries and the availability and usefulness of federal documents, both current and retrospective, regardless of format, which are part of the Federal Depository Library Program.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Publicize the depository collection through displays and announcements as stated in Section 9.5 of the *Guidelines for the Depository Library System* (see Appendix A).

2. Initiate and maintain contact with non-depository libraries and other groups in its service area to increase awareness and usefulness of federal government information.

3. Utilize public relations materials and techniques to inform regular and potential users of the availability and usefulness of federal government information.

F. DEPOSITORY LIBRARY RELATIONSHIPS

Goal: To assure the continued stability of the Federal Depository Library Program in the Commonwealth of Kentucky.

Objectives: To accomplish this goal, each depository library accepts the responsibility to:

1. Be familiar with and abide by the policies and procedures found in the document, *Instructions to Depository Libraries* (GP 3.26:D 44).

2. Be familiar with and abide by the policies and procedures established by the Regional Depository Library.

3. Be familiar with and implement the goals and objectives as defined in the *Kentucky State Plan for Federal Depository Library Services*.

4. Inform the Regional Depository Librarian of changes in depository library personnel, structure, policies, and/or procedures which might affect other depository libraries.

5. Inform the Regional Depository Librarian of specific training and continuing education needs.

6. Communicate to other depository libraries continuing education opportunities that might not be known because the programs are sponsored by non-depository sources.

7. Utilize the newsletter, *Let's Talk Documents*, as a communication medium.

8. Encourage cooperation and referrals among depository libraries in reference work, solutions to problems, and clarification of policies and procedures.

9. Encourage depository library personnel to participate in the Government Documents Round Table of the Kentucky Library Association.

Additionally, the Regional Depository Library accepts the responsibility to :

1. Adhere to the *Instructions to Depository Libraries,* Chapter 2, which defines the Regional Depository Librarians' responsibility to conduct periodic visits to depository libraries, and to take an active role in the inspection process.

2. Provide training and guidance for personnel of depository libraries, as needed.

3. Provide continuing education workshops for personnel of depository libraries.

4. Ensure that all new depository librarians are made aware of the *State Plan* and encourage all depository librarians to make new depository personnel aware of this document.

5. Ensure that new directors of depository libraries are aware of the *State Plan* and the basic obligations and regulations governing depository libraries.

6. Inform depository libraries in a timely manner of changes in depository library personnel, structure, policies, and/or procedures which might affect them.

V. Approval, Review, and Revision Procedures for the Kentucky State Plan for Federal Depository Library Services

The Regional Depository Librarian shall assure that the *State Plan* is reviewed annually. When revisions are required, based on the annual review or at the request of any depository librarian, the Regional Depository Librarian shall appoint a committee to revise the *State Plan*. These revisions shall then be submitted to all depository librarians for their review and comment. These comments shall be forwarded to the chair of the revision committee for consideration by the committee for incorporation into the *State Plan*. A copy of the revised *State Plan* will then be sent to all depository librarians and depository library directors. The Regional Depository Librarian may update Section III or Appendix B of the *State Plan* without going through the revision process. A copy of the updated Section III or Appendix B will be sent to all depository librarians and depository library directors.

All depository librarians and depository library directors will be asked to sign an agreement indicating their willingness to support the *Kentucky State Plan for Federal Depository Library Services* (see Appendix C). A copy of the signed agreement shall be returned to the Regional Depository Librarian, who shall forward all the agreements and a copy of the revised *State Plan* to the Superintendent of Documents at the Government Printing Office.

APPENDIX A

Guidelines For The Depository Library System

(Revised 1987)

WITH

Minimum Standards for the Depository Library System

(1976)

Depository Library Council To The Public Printer

DEPOSITORY
NOV 11 1988
DOCUMENTS SECTION
J. G. CRABBE LIBRARY

Inspection Team
Library Programs Service
U.S. Government Printing Office
Washington, D.C. 20401

1988

United States Government Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

FOREWORD

The Guidelines for the Depository Library System together with the Minimum Standards for the Depository System form the framework of the Depository Library System as developed by representatives of the depository library community and endorsed by the Public Printer. The Guidelines and Minimum Standards set forth program and performance goals for Federal Depository Libraries and for the Government Printing Office. Over the years, the Guidelines and Minimum Standards have served as a basis for the continuing development of the Federal Depository Library System.

The establishment of the Guidelines and Minimum Standards represents a remarkable cooperative effort between the Government Printing Office, the Public Printer's Depository Library Council and the Depository Library community as a whole. A Committee on Standards was created by the Depository Library Council in 1974 to develop standards for the Depository Library System. Drafts of the standards were disseminated to the larger community of documents librarians for comments. The thoughtful responses of hundreds of practicing documents librarians were then merged to produce a final document. The Guidelines and Minimum Standards exemplify the participatory process at its finest, helping to ensure that the publications of the U.S. Government are readily accessible to all citizens of the nation through the Federal Depository Library Program.

RALPH E. KENNICKELL, JR.
Public Printer

GUIDELINES FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council

1. OBJECTIVES OF THE DEPOSITORY LIBRARY SYSTEM.

1–1 The purpose of depository libraries is to make U.S. Government publications easily accessible to the general public and to insure their continued availability in the future.

1–2 The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas.

1–3 The guidelines are to be considered a recommended level of conduct by all depositories unless otherwise specified by statute or regulations thereunder.

2. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE.

2–1 Obtain new Federal publications and forward free of expense to depository libraries without delay in accordance with Chapter 19, Title 44 U.S.C.

2–2 Provide all issues of series in the List of Classes of United States Government Publications Available for Selection by Depository Libraries, including those issues not printed at the Government Printing Office.

2–3 Actively gather and distribute in paper or microformat all Federal publications of public interest or educational value not printed at the Government Printing Office which are within the scope of 44 U.S.C. 1902.

2–4 Provide samples and/or annotations for new titles offered to depositories, and return cards for selection purposes.

2–5 Subdivide item numbers as necessary to insure that libraries need receive only wanted documents.

2–6 Supply shipping lists containing item numbers, titles of documents, classification numbers, information on classification changes, corrections to previous lists, and price information (if available) for sales publications.

2–7 Supply forms for claiming items selected but missing from the shipment, damaged or incomplete.

2–8 Offer choice of format: paper, microform or other; however, the Government Printing Office, in consultation with depository libraries, should have the option of providing only one format when the nature of the material warrants it.

2–9 Provide a timely and comprehensive system of catalogs, bibliographies and indexes to Federal publications.

2–10 Provide a standard classification system for Federal documents and related aids such as lists of subject headings.

2–11 Provide assistance to libraries on problems of using the Sudocs system of classification.

2–12 Cooperate with the National Archives that the Archives may acquire and preserve a comprehensive collection of Federal publications.

2–13 Issue instructions for the selection, claiming, retention, and withdrawal of depository documents and other activities related to depository libraries.

2–14 Allocate funds for the evaluation of depository libraries through questionnaires, surveys, and inspections at intervals considered necessary by the Superintendent of Documents, to insure compliance with the depository law.

2–15 After advance notice to the library concerned, investigate conditions in depository libraries by personal visits.

2–16 Provide written notice to a library about unsatisfactory conditions, and if not corrected within six months, consider deletion of the library from the list of depositories.

2–17 Announce new policies and changes on a regular basis to all depositories.

2–18 Cooperate with publication projects which contribute to use of Federal documents.

2–19 Consult at regular intervals with the Depository Library Council to the Public Printer on matters related to depository libraries, including the development of standards and bibliographic aids, changes in the Sudocs classification system and the selection of materials for micropublication.

2–20 Collect, compile, analyze and publish pertinent statistics on a regular basis.

2–21 Provide sufficient copies to fill claims for publications missing from depository shipments.

3. DESIGNATION OF NEW DEPOSITORY LIBRARIES.

3–1 There may be up to two depositories in each Congressional district to be designated by Representatives, not more than two others within the state designated by Senators, and other depository libraries specifically provided for in Chapter 19, Title 44 U.S.C.

3–2 The library shall be open to the general public for the free use of depository publications, as provided in Chapter 19, Title 44 U.S.C.

3–3 The library shall have the interest, resources and ability to provide custody of the documents and public service.

3–4 The library should possess at least 15,000 titles other than government publications.

3–5 The library should be prepared to keep its documents collections open the same hours as other major parts of the library, when the library is open for full range of services.

3–6 When a new vacancy occurs through redistricting or by the resignation or deletion of an existing depository, this fact should be made known by the Superintendent of Documents to the state library authority, the regional depository, if any, and the state professional associations.

3–7 Eligible libraries shall apply to the state library authority for evaluation and recommendation, with notice of the application to the regional depository, if any. The library should be prepared to offer statistics on the size and character of its collection, population served, budget, and if an academic library, the size of the student body, and need for research materials.

3–8 The evaluation should relate to community interests and indicate staff, space and budget to be allocated to the collection and the number, scope and character of the items to be selected. The state library authority after consulting with other libraries, the regional depository, if any, and representatives from the professional associations, will make a recommendation to the Senator or Representative based on location in relation to other depositories, the need for an additional depository and the ability of the library to provide custody and service.

3–9 Libraries of independent agencies and additional libraries in executive departments may be designated depositories upon certification of need according to the provisions of 44 U.S.C. 1907.

4. DEPOSITORY COLLECTIONS.

4–1 Each depository library should maintain a basic collection available for immediate use consisting of all titles in Appendix A (attached).

4–2 Each library should acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential to the reference use of the collection. This should include selected non-governmental reference tools.

4–3 Each depository should select frequently used and potentially useful materials appropriate to the objectives of the library.

4–4 Each depository should select materials responsive to the needs of the users in the Congressional district it serves.

4–5 Depository libraries, either solely or in conjunction with neighboring depositories, should make demonstrable efforts to identify and meet the Government information needs of the local area.

4–6 Depository libraries should coordinate selections with other depositories in the district to insure adequate coverage within the area.

5. ORGANIZATION OF THE DEPOSITORY COLLECTION.

5–1 The library should check all daily shipping lists to insure that items selected are received, and if not, promptly claimed.

5–2 Each publication in the shipment should be marked to distinguish it from publications received from other sources. Each publication should be marked with the date of the shipping list or the date of receipt.

5–3 The library should record its depository accessions.

5–4 The minimum record for a depository library should show the library's holdings and the call numbers or locations where they may be found.

5–5 A method of classification should be adopted for precise identification and location of materials requested by library users.

5–6 The method of classification adopted shall be optional with the library; however, it is suggested that libraries which integrate their documents should maintain a shelf list by Sudocs number showing disposition of the publication.

5–7 Whenever possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available.

5–8 The library should maintain statistics of the collection needed for the Biennial Survey.

5–9 The library will retain one set of item cards, both items selected and not selected.

6. MAINTENANCE OF THE DEPOSITORY COLLECTION.

6–1 Collections should be maintained in as good physical condition as other library materials, including binding when desirable.

6–2 Lost materials should be replaced if possible.

6–3 Unneeded publications should be made available to other libraries in accordance with Chapter 19, Title 44 U.S.C.

6–4 Libraries served by a regional depository may withdraw publications retained for a period of at least five years after securing permission from the regional library for disposal in accordance with the provisions of 44 U.S.C. 1912.

6–5 Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States, in accordance with the provisions of 44 U.S.C. 1907.

6–6 The provisions of 44 U.S.C. 1911, disposal of unwanted publications, do not apply to libraries of the highest appellate courts of the states (see 44 U.S.C. 1915).

6–7 Superseded material should be withdrawn according to Instructions to Depository Libraries (latest edition).

6–8 Depository publications should be protected from unlawful removal as are other parts of the library's collections.

7. STAFFING.

7–1 One person should be designated by the library to coordinate activities and to act as liaison with the Superintendent of Documents in all matters relating to depository libraries.

7–2 This person should be responsible for

a) selection, receipt and claiming of depository distributions

b) replies to correspondence and surveys from the Superintendent of Documents

c) interpreting the depository program to the administrative level of the library

d) performance and/or supervision of stated aspects of service, or in an integrated collection, a knowledge of persons to whom responsibilities are delegated, such as:

(1) organization for use
(2) maintenance of records of the collection
(3) physical maintenance of the collection
(4) establishment of withdrawal procedures
(5) maintenance of reader services
(6) promotion of use of collection
(7) preparation of budgets
(8) submission of reports.

7–3 The liaison person should be a professionally qualified librarian.

7–4 The liaison person should be directly responsible to the administrative level of the library.

7–5 Additional professional staff should be added depending on the size and scope of the library and the methods of organization of the collection.

7–6 Professional staff should be assisted by support staff. A suggested proportion is 1 professional to 3 support staff.

7–7 Librarians and such support staff as indicated by their responsibilities should keep up to date on new developments through participation in professional societies, attendance at document workshops, and professional reading.

8. SPACE STANDARDS.

8–1 Space for depository operations should be of the same quality as other areas of the library. It should be attractive, comfortable and have acceptable levels of lighting, temperature, ventilation and noise control. It should be functional, flexible and expandable.

8–2 The space should contain well planned areas for services provided, reference, circulation, loan and other public service activities as well as adequate space for the processing of new materials and housing of the collection.

8–3 It should include private work areas for staff members and the administrator.

8–4 All parts of the collection should be readily accessible, preferably open shelf, but in all circumstances, should be located so that materials may be retrieved in a reasonable period of time.

8–5 If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.

8–6 The library should abide by the recommended standards for access by handicapped users.

8–7 Tables and/or carrels should be provided for in-library use of documents.

8–8 Microform readers and reader/printers for the principal types of microforms should be provided.

8–9 Microform storage should be located convenient to the documents area.

9. SERVICE TO THE GENERAL PUBLIC.

9–1 Libraries shall make depository publications available for the free use of the general public. Highest appellate court libraries of the states are exempt from the provisions of 44 U.S.C. 1911 (see 44 U.S.C. 1915).

9–2 In each depository library, there should be recognized focal points for inquiries about government publications. At this point it should be possible to find:

a) resources in the collection, including specific titles
b) location of wanted publications in the library
c) answers to reference questions or a referral to a source or place where answers can be found
d) guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes and other aids
e) availability of additional resources in the region
f) assistance in borrowing documents from a regional or other libraries
g) user privileges for other libraries, educational agencies, culturally deprived, disadvantaged, handicapped, retired users and the community at large.

9–3 The library should have the option of establishing its own circulation policies for use of depository materials outside the library.

9–4 The library should provide facilities for using materials within the library, including copying facilities and equipment for reading microforms.

9–5 The library should publicize the depository collection through displays and announcements of significant new titles.

9–6 The library should provide to all users reference assistance with regard to depository publications.

10. COOPERATION WITH THE GOVERNMENT PRINTING OFFICE.

10–1 Depository library staff should familiarize themselves with the depository instructions and abide by their conditions.

10–2 Claims should be submitted within stated time limits.

10–3 Depository library staff should use correct address when corresponding with the Government Printing Office.

10–4 Questionnaires and surveys submitted by the Superintendent of Documents to depository libraries should be completed and returned promptly.

11. INTERLIBRARY COOPERATION.

11–1 All depository libraries should be considered as part of a network of libraries consisting of selective, regional, and national.

11–2 Selective depositories should cooperate in building up the collections of the regional depositories.

11–3 Selective depositories should cooperate with the regional depositories in the redistribution of documents not needed in their own organizations.

11–4 All depository libraries should cooperate in reporting to the Superintendent of Documents new Federal documents not listed in the Monthly Catalog.

11–5 All depository libraries should cooperate in the development of tools for the identification and location of documents in other libraries.

11–6 Depository libraries borrowing documents from other libraries should verify bibliographic information as completely as possible.

11–7 All depository libraries should provide material on interlibrary loan at least for the regional depository.

11–8 All depository libraries should have a policy of providing photocopies of depository materials to other libraries no less liberal than for other library materials.

12. REGIONAL DEPOSITORIES.

12–1 Eligibility to become a regional depository library:

a) There may not be more than two regional depositories in one state. A regional library may serve two or more states, or regional status may be shared by more than one library.
b) A regional library must be an existing depository.
c) A regional depository should be conveniently located to serve the largest number of libraries possible.
d) The library selected for regional status should have an adequate retrospective collection, space, personnel and a continuing basis of financial support sufficient to fulfill the obligations of a regional depository.
e) The selection of a regional depository should be agreed upon by the state library authority and a majority of depository libraries within the region.
f) Designation of the regional must be made by one of the U.S. Senators of the state.

12–2 Responsibilities of regional libraries include:

a) receiving and maintaining permanently all depository publications in either printed or microform as provided in the depository instructions
b) attempting to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms
c) screening all lists of documents withdrawn from selective depositories to insure their future availability in the region
d) acquiring additional copies where necessary
e) assisting selective depositories with reference questions, interlibrary loans and photocopies
f) granting permission to selective depositories to dispose of unwanted documents according to the Instructions to Depository Libraries (latest edition)
g) providing guidelines to selective depositories for preparing disposal lists of unwanted documents
h) contributing to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.

12–3 The regional depository may authorize the transfer of depository material within the state between depositories to insure maximum use. Transfer of material is not to be regarded as disposal.

12–4 The initial receiving depository library remains responsible and accountable for the documents during the period required by law.

MINIMUM STANDARDS FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council

October 22, 1976

1. The Superintendent of Documents will be responsible for distribution of documents to depository libraries in accordance with the provisions of Title 44 of the United States Code.

2. The Superintendent of Documents will provide a comprehensive system of catalogs, bibliographies and indexes to U.S. Government publications.

3. There should be at least one depository accessible to the public in each Congressional district. The designated library shall have the interest, resources and ability to provide custody of the documents and public service. The library must contain at least 10,000 books other than government publications.

4. Each depository shall select and maintain a collection responsive to the needs of the users in the geographic area it serves and promote their use by the general public.

5. The collection in a depository library shall be organized to insure quick and easy access by library users. The library will promptly open shipments and claim publications selected but not received.

6. The collection shall be maintained in as good physical condition as the other collections in the library.

7. Each depository library will assign sufficient staff to select, organize and provide reference service to the collection.

8. Each depository will provide sufficient space of a quality which conforms to ALA standards for the type of library.

9. The depository will be open to the public for free use of depository publications.

10. Each depository library will cooperate with the instructions issued by the Superintendent of Documents, respond promptly to the Biennial Survey and to other communications from the Public Documents Office.

11. All depository libraries shall be considered part of a national system to make Government documents available.

12. All selective depositories should be served by a regional depository. The regional depository libraries will retain at least one copy of all Government publications either in printed or microfacsimile form (except those authorized to be discarded by the Superintendent of Documents) and within the region served will provide interlibrary loan, reference service, and assistance for depository libraries in the disposal of unwanted Government publications.

Appendix A

BASIC COLLECTION

Budget of the United States Government
PrEx 2.8: Item No. 0853

Catalog of Federal Domestic Assistance
PrEx 2.20: Item No. 0853–A–01

Census Catalog and Guide
C 3.163/3: Item No. 0138

Census of Population and Housing (for state of Depository only)
C 3.223/–: Item No. 015–

Code of Federal Regulations
AE 2.106/3: Item No. 0572 or 0572–C

Congressional Directory
Y 4.P 93/1: Item No. 0992

Congressional District Data Book
Now PHC–80–4 of Census of Population and Housing

Congressional Record
X: Item No. 0993

County and City Data Book
C 3.134/2: C82/2/date Item No. 0151

Federal Register
AE 2.106: Item No. 0573–C or 0573–D

Historical Statistics of the United States
C 3.134/2: H62/970 Item No. 0151

Monthly Catalog of United States Government Publications
GP 3.8: Item No. 0557–A or 0557–B

Publications Reference File
GP 3.22/3: Item No. 0552–B

Slip Laws (Public)
AE 2.110: Item No. 0575

Statistical Abstract of the United States
C 3.134: Item No. 0150

Statutes at Large
AE 2.111: **Item No. 0576**

Subject Bibliographies
GP 3.22/2: **Item No. 0552–A**

United States Code
Y 1.2/5: **Item No. 0991**

United States Government Manual
AE 2.108/2: **Item No. 0577**

United States Reports
Ju 6.8: **Item No. 0741**

Weekly Compilation of Presidential Documents
AE 2.109: **Item No. 0577–A**

APPENDIX B

DIRECTORY OF FEDERAL DEPOSITORY LIBRARIES IN THE COMMONWEALTH OF KENTUCKY

1990
Fifth Edition

Compiled by:

Tara Cooper, Union College
Cynthia Etkin, Eastern Kentucky University
Brenda Fuller, Kentucky Department for Libraries and Archives
Connie Gray, University of Louisville
Cheryl Jones, University of Kentucky Law Library
Roxanna Jones, University of Kentucky
Mary Quin, Louisville Free Public Library

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ADDRESSES/CONTACT PERSON FOR DEPOSITORY LIBRARIES

Ashland Community College Library — Carol Green
Documents Department
1400 College Drive
Ashland, KY 41101
(606) 329-2999

Centre College of Kentucky — Connie Klimke
Grace Doherty Library
Documents Department
Danville, KY 40422
(606) 236-5211 ext 296

Cumberland College — Jan Wren
Norma Perkins Hagan Memorial Library
821 Walnut Street
Williamsburg, KY 40729
(606) 549-2200 ext 4329

Eastern Kentucky University — Sharon Marsh
John Grant Crabbe Library
Documents Section
Richmond, KY 40475-3121
(606) 622-1791

Hazard Community College — Eileen Haddix
Hazard Community College Library
1 Community College Drive
Hazard, KY 41701
(606) 436-5721

Kentucky Department for Libraries and Archives
Federal Documents Section
300 Coffee Tree Road
P.O. Box 537
Frankfort, KY 40602
(502) 875-7000 ext 219

Brenda Fuller

Kentucky State Law Library
Room 200
State Capitol
Frankfort, KY 40601
(502) 564-4848

Marge Jones

Kentucky State University
Blazer Library
Documents Department
Frankfort, KY 40601
(502) 227-6852

Karen Pope

Kentucky Wesleyan College
Library Learning Center
3000 Frederica Street
Owensboro, KY 42301
(502) 926-3111 ext 135

Pat McFarling

Lindsey Wilson College
Katie Murrell Library
210 Lindsey Wilson Street
Columbia, KY 42728
(502) 384-4932

Jean Maggard

Louisville Free Public Library — Mary Quin
Government Documents Department
301 York Street
Louisville, KY 40203-2257
(502) 561-8611

Morehead State University — Margaret Davis
Camden-Carroll Library
Documents Department
Morehead, KY 40351
(606) 783-2160

Murray State University — Ann Salmon
Westerfield Library
Government Documents Department
15th and Olive Streets
Murray, KY 42071
(502) 762-4799

Northern Kentucky University — Phil Yannarella
W. Frank Steely Library
Documents Department
Highland Heights, KY 41076
(606) 572-5455/5683

Thomas More College — Steve Albert
Thomas More College Library
Documents Department
Crestview Hills, KY 41017
(606) 344-3302

Union College — Tara Cooper
Abigail E. Weeks Memorial Library
Documents Department
Barbourville, KY 40906
(606) 546-4151 ext 242

University of Kentucky — Sandra McAninch
Margaret I. King Library
Government Publications/Maps Dept.
Lexington, KY 40506-0039
(606) 257-3139/8400

University of Kentucky — Cheryl Jones
Law Library
Lexington, KY 40506-0048
(606) 257-8347

University of Louisville — Connie Gray
Belknap Campus
Ekstrom Library
Government Publications Department
Louisville, KY 40292
(502) 588-6760

University of Louisville
Law library
Belknap Campus
Louisville, KY 40292
(502) 588-6392

Western Kentucky University — Rose Oniewski
Helm-Cravens Library
Documents Department
Bowling Green, KY 42101
(502) 745-6108/2097

LIBRARY NAME Ashland Community College Library
LIBRARY ADDRESS Documents Department
1400 College Dr.
Ashland, Kentucky 41101

CONTACT PERSON (S) Carol Green

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Carol Green
TELEPHONE (606) 329-2999
( )
FAX NUMBER 606-325-8124
DEPOSITORY LIBRARY # 219
SELECTION PERCENTAGE

OCLC SYMBOL KUA **KLN SYMBOL** KUA **KULS SYMBOL**

LENDING POLICY

General Policy:

ILL:

PHOTOCOPYING SERVICE

Paper	**Cost per copy**
Fiche	**Cost per copy**
Film	**Cost per copy**
Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered:

ELECTRONIC SERVICES

HISTORY AND DESCRIPTION

Date library became a depository: 1990 **Type of designation:** Representative

Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements:

Other:

BEST COPY AVAILABLE

LIBRARY NAME Grace Doherty Library
LIBRARY ADDRESS Government Documents
Centre College
Danville, Kentucky 40422

CONTACT PERSON (S) Connie Klimke, Mary Beth Garriott

TYPE OF LIBRARY Academic **LIBRARY DIRECTOR** Stan Campbell
TELEPHONE (606) 236-5211, ext 445, 446, 447 **FAX NUMBER**
( )
DEPOSITORY LIBRARY # 217A **SELECTION PERCENTAGE** 10%
OCLC SYMBOL KCC **KLN SYMBOL** KCC **KULS SYMBOL** KYDC

LENDING POLICY

General Policy: 2 week loan to individuals who qualify for community loan privileges.

ILL: 30 day loan period, no charge.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Telephone, walk-in, mail. We help the patron find materials in our collection and help them identify any other documents which might meet their needs.

ELECTRONIC SERVICES

Microcomputers.

HISTORY AND DESCRIPTION

Date library became a depository: 1884 **Type of designation**: Representative

Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements:

Other:

LIBRARY NAME Hagan Memorial Library
LIBRARY ADDRESS Cumberland College
821 Walnut Street
Williamsburg, KY 40769

CONTACT PERSON (S) Jan Wren

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Lois Wortman
TELEPHONE (606) 549-2200 ext 4329
FAX NUMBER
( )
DEPOSITORY LIBRARY # 209A
SELECTION PERCENTAGE 1%
OCLC SYMBOL KWC **KLN SYMBOL** **KULS SYMBOL**

LENDING POLICY

General Policy: Room use only.

NLL: Any documents except those in the Reference Collection.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered:

ELECTRONIC SERVICES

DIALOG, ERIC on CD, Infotrac

HISTORY AND DESCRIPTION

Date library became a depository: 1988 **Type of designation:** Senate
Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements:

Other:

BEST COPY AVAILABLE

LIBRARY NAME John Grant Crabbe Library
LIBRARY ADDRESS Documents Section
Eastern Kentucky University
Richmond, KY. 40475-3121

CONTACT PERSON (S) Sharon Marsh, Cynthia Etkin

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Ernest Weyhrauch
TELEPHONE (606) 622-1791
FAX NUMBER 606-622-1174
( )
DEPOSITORY LIBRARY # 217
SELECTION PERCENTAGE 41
OCLC SYMBOL KEU **KLN SYMBOL** KEU **KULS SYMBOL** KYRE

LENDING POLICY

General Policy: Everything except periodicals and reference materials.
ILL: Everything except periodicals and reference materials, for 1 month.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .05
X	**Fiche**	**Cost per copy** .10
X	**Film**	**Cost per copy** .10
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: All kinds--walk-in, telephone, mail, referrals, interlibrary.

ELECTRONIC SERVICES

IBM computers, FAX (through ILL), BITNET, WESTLAW, CD-ROM ERIC, Census, Food Analyst, (MEDLINE -- through Reference Section, Infotrac -- Periodical and Newspaper Indexes)

HISTORY AND DESCRIPTION

Date library became a depository: 1966 **Type of designation**: Representative
Special Collections: Greenwood and CIS hearings on microfiche, Census, genealogy, ERIC, ASI (1970-1983), Human Relations Area File, Kentucky state documents, Papers of the Continental Congress, Kentucky Civil War records (Union and Confederate), United Nations
Special Services: workshops, subject lectures upon faculty request, acquisitions lists and bibliographies on demand.
Special area(s) emphasized: education, geology, law enforcement, business, health and social services, agriculture, history, nutrition
Special housing arrangements:
Other:

LIBRARY NAME Hazard Community College Library
LIBRARY ADDRESS 1 Community College Drive
Hazard, Kentucky 41701

CONTACT PERSON (S) Salley Estella, Eileen Haddix

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Eileen Haddix
TELEPHONE (606) 436-5721
FAX NUMBER 606-439-1657
( )
DEPOSITORY LIBRARY # 215
SELECTION PERCENTAGE 10.3

OCLC SYMBOL KUZ **KLN SYMBOL** KUZ **KULS SYMBOL** KYU-HAZ

LENDING POLICY

General Policy: Materials circulate for 28 days. Exceptions are those documents that are part of the periodical and reference sections.

ILL: Same as above.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Walk-in, mail, telephone

ELECTRONIC SERVICES

FAX Machine

HISTORY AND DESCRIPTION

Date library became a depository: 1988 **Type of designation**: Representative

Special Collections: none

Special Services: none

Special area(s) emphasized: none

Special housing arrangements:

Other:

LIBRARY NAME Kentucky Department for Libraries and Archives
LIBRARY ADDRESS Federal Documents Section
300 Coffee Tree Road
P.O. Box 537
Frankfort, KY. 40602

CONTACT PERSON (S) Brenda Fuller

TYPE OF LIBRARY State
LIBRARY DIRECTOR Martha Gregory
TELEPHONE (502) 875-7000 ext.219
FAX NUMBER 502-564-5773 Att:Documents
( )
DEPOSITORY LIBRARY # 211A
SELECTION PERCENTAGE 12.66

OCLC SYMBOL KSL **KLN SYMBOL** KSL **KULS SYMBOL** KY

LENDING POLICY

General Policy: Circulation only to state agency employees and those with a valid public library card. All others served by ILL. Initial circulation period is 4 weeks, renewal possible for 2 weeks.

ILL: Yes

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .10
X	**Fiche**	**Cost per copy** .10
X	**Film**	**Cost per copy** .10
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Telephone and walk-in research & reference service to state agency employees. Limited reference service to public library users. No one is restricted from using the library and collection on site.

ELECTRONIC SERVICES

FAX machine, Government Publications Index on CD-ROM, DIALOG

HISTORY AND DESCRIPTION

Date library became a depository: 1968 **Type of designation**: State Library

Special Collections:

Special Services: Will lend reference material for in-library use only. Workshops.

Special area(s) emphasized: Census and labor statistics.

Special housing arrangements:

LIBRARY NAME Kentucky State Law Library
LIBRARY ADDRESS Capitol Building, Room 200
Frankfort, KY. 40601

CONTACT PERSON (S) Marge Jones, Evelyn Lockwood

TYPE OF LIBRARY Law/Court
LIBRARY DIRECTOR Sallie M. Howard
TELEPHONE (502) 564-4848
FAX NUMBER 502-564-5491
( )
DEPOSITORY LIBRARY # 207
SELECTION PERCENTAGE less than 1%

OCLC SYMBOL **KLN SYMBOL** **KULS SYMBOL**

LENDING POLICY

General Policy: 2 weeks

ILL: Our books are not to leave town; they must be available for the court; we will make copies of parts needed.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10 with $1.00 handling charge
	Fiche	**Cost per copy**	
	Film	**Cost per copy**	
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? **yes** **no**
Type of services offered:

ELECTRONIC SERVICES

none; FAX machine is down the hall in the Clerk of Courts Office.

HISTORY AND DESCRIPTION

Date library became a depository: 1967(?) **Type of designation**: State Court
Special Collections: none

Special Services: none

Special area(s) emphasized: Court-related

Special housing arrangements:
Other:

LIBRARY NAME Blazer Library
LIBRARY ADDRESS Kentucky State University
Frankfort, KY. 40601

CONTACT PERSON (S) Karen Pope

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Karen McDaniel
TELEPHONE (502) 227-6852
FAX NUMBER 502-564-5068
( )
DEPOSITORY LIBRARY # 207A
SELECTION PERCENTAGE 21.2

OCLC SYMBOL KYS **KLN SYMBOL** KYS **KULS SYMBOL** KYFSU

LENDING POLICY

General Policy: All documents available to the general public.

ILL: All documents available via ILL.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .05
X	**Fiche**	**Cost per copy** .05
X	**Film**	**Cost per copy** .05
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Comprehensive reference service available through Government Documents Librarian (telephone, walk-in, mail, etc.).

ELECTRONIC SERVICES

FAX service available.

HISTORY AND DESCRIPTION

Date library became a depository: 1972 **Type of designation**: Land-Grant

Special Collections: Kentucky documents.

Special Services:

Special area(s) emphasized:

Special housing arrangements:

Other:

LIBRARY NAME Library Learning Center
LIBRARY ADDRESS Kentucky Wesleyan College
3000 Frederica Street
Owensboro, KY. 42301

CONTACT PERSON (S) Pat McFarling

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Dudley V. Yates
TELEPHONE (502) 926-3111 ext.135
FAX NUMBER 502-926-3196
( )
DEPOSITORY LIBRARY # 213A
SELECTION PERCENTAGE 16.9

OCLC SYMBOL KOC **KLN SYMBOL** KOC **KULS SYMBOL** KOC

LENDING POLICY

General Policy: 3 week checkout, reference materials do not circulate.
ILL: Same

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .10
X	**Fiche**	**Cost per copy** .10
X	**Film**	**Cost per copy** .10
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Walk-in, telephone, and mail.

ELECTRONIC SERVICES

M300 workstation, online bibliographic searching (DIALOG), OCLC Cataloging and ILL, FAX.

HISTORY AND DESCRIPTION

Date library became a depository: 1966 **Type of designation**: Representative
Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements: Selected materials housed at Owensboro-Daviess County Public Library and Owensboro-Daviess County Hospital Medical Library.
Other:

BEST COPY AVAILABLE

LIBRARY NAME Lindsey Wilson College Library
LIBRARY ADDRESS 210 Lindsey Wilson Street
Columbia, KY. 42728

CONTACT PERSON (S) Jean Maggard

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Ed Seufert
TELEPHONE (502) 384-4932
FAX NUMBER
( )
DEPOSITORY LIBRARY # 208A
SELECTION PERCENTAGE 8.4

OCLC SYMBOL LWC **KLN SYMBOL** LWC **KULS SYMBOL** KYCOLW

LENDING POLICY

General Policy: Documents do not circulate.
ILL:

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.15
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Telephone, walk-in, mail, routine library instruction (major documents tools).

ELECTRONIC SERVICES

Test site for Census test disk, Online searching via microcomputer, CD-ROM documents database (AutoGraphics), some documents are shelved in regular stacks: access is via OPAC & circulation system (DTI software) on a LAN (Novell Software).

HISTORY AND DESCRIPTION

Date library became a depository: 1986 **Type of designation**: Representative
Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements: Some documents are shelved in regular stacks.
Other:

LIBRARY NAME Louisville Free Public Library

LIBRARY ADDRESS Government Documents
301 York Street
Louisville, KY. 40203-2257

CONTACT PERSON (S) Mary E. Quin

TYPE OF LIBRARY Public

LIBRARY DIRECTOR Harriet Henderson

TELEPHONE (502) 561-8611
( )

FAX NUMBER 502-561-8657

DEPOSITORY LIBRARY # 214

SELECTION PERCENTAGE 35

OCLC SYMBOL KLP **KLN SYMBOL** KLP **KULS SYMBOL** KYL

LENDING POLICY

General Policy: We loan items of a non-reference nature.

ILL: We loan items of a non-reference nature according to established ILL policies.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .10
X	**Fiche**	**Cost per copy** .20-.25
X	**Film**	**Cost per copy** .20-.25
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Telephone, walk-in, mail service consists of staff using Documents to answer questions; staff assisting patrons in use of documents when appropriate. Documents are treated like other materials in the reference setting.

ELECTRONIC SERVICES

FAX, CD-ROM - Infotrac, Reader's Guide, Business Periodicals Index, Newsbank, Cassis.

HISTORY AND DESCRIPTION

Date library became a depository: 1904 **Type of designation**: Representative

Special Collections: CIS Index & fiche, ASI Index & non-depository fiche

Special Services:

Special area(s) emphasized: Census, Patent Office, statistics, Congressional, Labor, Education, Welfare.

Special housing arrangements: Arranged by SuDoc on open shelves and in stacks, a few cataloged in regular Dewey collection.

Other:

LIBRARY NAME Camden-Carroll Library
LIBRARY ADDRESS Documents Department
Morehead State University
Morehead, KY. 40351

CONTACT PERSON (S) Margaret C. Davis, Claude E. Meade

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Larry X. Besant
TELEPHONE (606) 783-2160
FAX NUMBER 606-784-3788
( )
DEPOSITORY LIBRARY # 210
SELECTION PERCENTAGE 30

OCLC SYMBOL KMM **KLN SYMBOL** KMM **KULS SYMBOL** KYMOREU

LENDING POLICY

General Policy: 2 weeks - standard for general public, faculty, staff, and students.
ILL: 4 weeks.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .10
X	**Fiche**	**Cost per copy** .10
X	**Film**	**Cost per copy** .10
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Walk-in, telephone, seldom have mail requests.

ELECTRONIC SERVICES

LS 2000 (OPAC), terminal on floor, FAX and CD-Rom are in Reference Department. At present, the CD-ROM received from GPO is cataloged (Dewey) and in Reference Department.

HISTORY AND DESCRIPTION

Date library became a depository: 1955 **Type of designation**: Senator
Special Collections:

Special Services:

Special area(s) emphasized: General selection. Items selected to support curriculum of the University and to meet the needs of the people in the area.

Special housing arrangements: Majority of documents on one floor, arranged by SuDoc number. Some Reference books are in Reference Department. Periodicals are housed in the Periodicals Department.
Other:

LIBRARY NAME Westerfield Library
LIBRARY ADDRESS Government Documents Department
Murray State University
15th and Olive Streets
Murray, KY. 42071

CONTACT PERSON (S) Ann Salmon, John Griffin

TYPE OF LIBRARY Academic
TELEPHONE (502) 762-4799
( )
DEPOSITORY LIBRARY # 212

LIBRARY DIRECTOR Dr. Coy Harmon
FAX NUMBER 502-762-3736

SELECTION PERCENTAGE 35

OCLC SYMBOL KMS **KLN SYMBOL** KMS **KULS SYMBOL** KYMURT

LENDING POLICY

General Policy: 3 weeks
ILL: 28 days (depending on publication borrowed).

PHOTOCOPYING SERVICE

If not reciprocal,	X	**Paper**	**Cost per copy**
.10/pg & $2.00	X	**Fiche**	**Cost per copy**
handling & postage.	X	**Film**	**Cost per copy**
		Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Mail-in, walk-in, and telephone-in. Will FAX.

ELECTRONIC SERVICES

Offer interlibrary loan via OCLC, FAX in ILL, access to a personal computer (micro).

HISTORY AND DESCRIPTION

Date library became a depository: 1924 **Type of designation**: Representative
Special Collections: none in documents.

Special Services: none.

Special area(s) emphasized: Agriculture and health.

Special housing arrangements: Most documents housed separately in the Reference Department in SuDoc order.
Other:

LIBRARY NAME W. Frank Steely Library
LIBRARY ADDRESS Documents Section
Northern Kentucky University
Highland Heights, KY. 41076

CONTACT PERSON (S) Phillip A. Yannarella

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Rebecca Sturm-Kelm
TELEPHONE (606) 572-5455
(606) 572-5683
FAX NUMBER 606-572-6365
DEPOSITORY LIBRARY # 217B
SELECTION PERCENTAGE 62.28

OCLC SYMBOL KHNN **KLN SYMBOL** KHNN **KULS SYMBOL** KYHHNK

LENDING POLICY

General Policy: Greater Cincinnati Library Consortium rules as applicable and State-Assisted Academic Libraries of Kentucky rules.

ILL: The above rules apply.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered:

ELECTRONIC SERVICES

BRS and DIALOG online services.

HISTORY AND DESCRIPTION

Date library became a depository: 1973 **Type of designation**: Representative

Special Collections: ERIC, Library of American Civilization, Kentucky 1000, Western Americana.

Special Services:

Special area(s) emphasized:

Special housing arrangements:

Other:

LIBRARY NAME Thomas More College Library
LIBRARY ADDRESS Crestview Hills, KY. 41017

CONTACT PERSON (S) Steve Albert

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Steve Albert
TELEPHONE (606) 344-3302
FAX NUMBER
( )
DEPOSITORY LIBRARY # 209
SELECTION PERCENTAGE 5.21

OCLC SYMBOL KTM **KLN SYMBOL** KTM **KULS SYMBOL** KYFTMTM

LENDING POLICY

General Policy: Students, faculty, staff, alumni of Thomas More College. Borrowers of the Greater Cincinnati Library Consortium libraries.

ILL: Lend any item that circulates.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.10
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Walk-in, telephone.

ELECTRONIC SERVICES

Microcomputers

HISTORY AND DESCRIPTION

Date library became a depository: 1970 **Type of designation**: Representative
Special Collections:

Special Services:

Special area(s) emphasized:

Special housing arrangements:
Other:

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LIBRARY NAME Abigail E. Weeks Memorial Library
LIBRARY ADDRESS Union College
310 College Street
Barbourville, KY. 40906

CONTACT PERSON (S) Tara Cooper, Lisa Mills

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Tara Cooper
TELEPHONE (606) 546-4151
FAX NUMBER 606-546-3206
( )
DEPOSITORY LIBRARY # 220
SELECTION PERCENTAGE 6.74

OCLC SYMBOL KUC **KLN SYMBOL** KUC **KULS SYMBOL** KYBVU

LENDING POLICY

General Policy: 2 week loan period to general public on non-reference materials.
ILL: Will lend documents reference and microfiche for in-library use only, OCLC & KLN.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy** .10
X	**Fiche**	**Cost per copy** .10
X	**Film**	**Cost per copy** .10
	Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered: Documents are set up to be self-service as much as possible. Offer walk-in, telephone, mail and E-mail reference service.

ELECTRONIC SERVICES

GOVDOX in-house database, OCLC, ILL, E-mail, BITNET, microcomputer with modem.

HISTORY AND DESCRIPTION

Date library became a depository: 1959 **Type of designation**: Representative
Special Collections: none

Special Services: none

Special area(s) emphasized: Education and Business.

Special housing arrangements: none
Other:

LIBRARY NAME M.I.King Library - South
LIBRARY ADDRESS Government Publications/Maps Department
University of Kentucky
Lexington, KY. 40506-0039

CONTACT PERSON (S) Sandra McAninch, Roxanna M. Jones

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Paul Willis
TELEPHONE (606) 257-3139
(606) 257-8400
FAX NUMBER 606-257-1563
DEPOSITORY LIBRARY # 208
SELECTION PERCENTAGE 100
OCLC SYMBOL KUK **KLN SYMBOL** KUK **KULS SYMBOL** KYU-GPD

LENDING POLICY

General Policy: 28 day loans to residents of the state who qualify for special borrowers cards, faculty, staff, and students from Kentucky colleges and universities that UK has reciprocal borrowing agreements.

ILL: All requests submitted to M.I.King ILL unit from any type of library in Kentucky.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.15
X	**Fiche**	**Cost per copy**	.40
X	**Film**	**Cost per copy**	.40
X	**Fiche-to-fiche**	**Cost per copy**	$1.00

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Walk-in, telephone, mail. For telephone and mail requests an attempt to provide the answer as long as it does not require extensive research, less than 1 hour. For walk-in patrons, the patron is referred to the proper indexing tools and instructed in their use. OCLC and other electronic databases are searched as needed, electronic mail through LS2K and BITNET: GOVPUB@UKCC.

ELECTRONIC SERVICES

Legi-Slate (Congressional and regulatory information), Economic Bulletin Board, NTIS, Online searches through BRS and DIALOG, LOCIS, RLIN, Monthly Catalog on CD-ROM.

HISTORY AND DESCRIPTION

Date library became a depository: 1907 (S) 1967 (R) **Type of designation**: Land-grant

Special Collections: United Nations, British, Canadian, States, Technical Reports, European Communities, Sanborn maps.

Special Services: Electronic access to some government databases.

Special area(s) emphasized:

Special housing arrangements: Some materials housed in branch libraries.

Other:

LIBRARY NAME Law Library
LIBRARY ADDRESS University of Kentucky Law School
Lexington, KY. 40506-0048

CONTACT PERSON (S) Cheryl Jones

TYPE OF LIBRARY Law Library
LIBRARY DIRECTOR Mark Linneman
TELEPHONE (606) 257-8346
(606) 257-5133
FAX NUMBER 606-258-1061
DEPOSITORY LIBRARY # 210A
SELECTION PERCENTAGE 11.24

OCLC SYMBOL KUK **KLN SYMBOL** KUK **KULS SYMBOL** KYU-L

LENDING POLICY

General Policy: 4 weeks. Administrative agency decisions and reference works do not circulate.

ILL: Same as above.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.15
X	**Fiche**	**Cost per copy**	.15
X	**Film**	**Cost per copy**	.15
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Walk-in, telephone, mail.

ELECTRONIC SERVICES

Access to Legi-slate, LEXIS and WESTLAW, CIS pre-1970 CD-ROM index, OCLC, SOLINET.

HISTORY AND DESCRIPTION

Date library became a depository: 1968 **Type of designation**: Law

Special Collections: CIS microfiche 1970- , Code of Federal Regulations (paper and microfiche) backfiles.

Special Services:

Special area(s) emphasized: courts

Special housing arrangements: U.K. Engineering Library houses Government Reports Announcements. Law houses administrative agency decisions for M.I.King Library.

Other:

LIBRARY NAME Ekstrom Library
LIBRARY ADDRESS Government Publications Department
University of Louisville
Belknap Campus
Louisville, KY. 40292

CONTACT PERSON (S) Constance Gray, Lee Caruthers, Barbara White, Jean Small

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR
TELEPHONE (502) 588-6760
(502) 588-6759
FAX NUMBER 502-588-8753
DEPOSITORY LIBRARY # 211
SELECTION PERCENTAGE 72.23

OCLC SYMBOL KLG **KLN SYMBOL** KLG **KULS SYMBOL** KYLOU

LENDING POLICY

General Policy: Circulate to University Community & Metroversity. Occasionally to general public. Reference items do not circulate.

ILL: Microfilm, microfiche, dissertations, and theses do not circulate through ILL.

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.05
X	**Fiche**	**Cost per copy**	.10
X	**Film**	**Cost per copy**	.10
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**

Type of services offered: Walk-in, telephone, mail, classes.

ELECTRONIC SERVICES

Government Publications Catalog on CD-ROM, microcomputers.

HISTORY AND DESCRIPTION

Date library became a depository: 1925 **Type of designation**: Senator

Special Collections: United Nations sales number publications & official records, War of the Rebellion records, Kentucky state documents.

Special Services: Exhibits, bibliographies, new book displays, class lectures, clipping file, title and keyword card catalog.

Special area(s) emphasized: Education, ERIC, USGS maps, health, congress, environment, energy, agriculture, business, census, demographics, periodicals.

Special housing arrangements: A few items are sent to the Health Sciences Library and the Engineering Library.

Other:

LIBRARY NAME Law Library
LIBRARY ADDRESS University of Louisville Law School
Belknap Campus
Louisville, KY. 40292

CONTACT PERSON (S)

TYPE OF LIBRARY Law **LIBRARY DIRECTOR** David Ensign
TELEPHONE (502) 588-6074 **FAX NUMBER**
( )
DEPOSITORY LIBRARY # 214A **SELECTION PERCENTAGE** 14

OCLC SYMBOL KLI **KLN SYMBOL** KLI **KULS SYMBOL** KYLOU-LL

LENDING POLICY
General Policy:
ILL:

PHOTOCOPYING SERVICE

X	**Paper**	**Cost per copy**	.05
X	**Fiche**	**Cost per copy**	.10
	Film	**Cost per copy**	
	Fiche-to-fiche	**Cost per copy**	

REFERENCE SERVICE
Do you provide documents reference service? X **yes** **no**
Type of services offered: Basic reference, specializing in legislative and regulatory material.

ELECTRONIC SERVICES
WESTLAW and LEXIS

HISTORY AND DESCRIPTION
Date library became a depository: 1975 **Type of designation:** Law
Special Collections: U.S. Supreme Court briefs depository.

Special Services:

Special area(s) emphasized: Department of Justice, regulatory materials.

Special housing arrangements:
Other:

LIBRARY NAME Helms-Cravens Library
LIBRARY ADDRESS Government Services
Western Kentucky University
Bowling Green, KY. 42101

CONTACT PERSON (S) Rose Oniewski

TYPE OF LIBRARY Academic
LIBRARY DIRECTOR Dr. Michael Bender
TELEPHONE (502) 745-6175
( )
FAX NUMBER 502-745-5943
DEPOSITORY LIBRARY # 213
SELECTION PERCENTAGE 42

OCLC SYMBOL KNV **KLN SYMBOL** KNV **KULS SYMBOL** KYBG-WUH

LENDING POLICY

General Policy: All items circulate except those of a reference nature.

ILL: Will photocopy small items, otherwise same as above.

PHOTOCOPYING SERVICE

Paper	**Cost per copy**
Fiche	**Cost per copy**
Film	**Cost per copy**
Fiche-to-fiche	**Cost per copy**

REFERENCE SERVICE

Do you provide documents reference service? X **yes** **no**
Type of services offered:

ELECTRONIC SERVICES

HISTORY AND DESCRIPTION

Date library became a depository: 1934 **Type of designation**: Representative
Special Collections:

Special Services:

Special area(s) emphasized: Statistics.

Special housing arrangements: Some items are located in other areas of the library.
Other:

DEPOSITORY LIBRARIES BY CITY

City	Library
Ashland	Ashland Community College
Barbourville	Union College
Bowling Green	Western Kentucky University
Columbia	Lindsey Wilson College
Covington	Thomas More College
Danville	Centre College
Frankfort	Kentucky Department for Libraries and Archives
Frankfort	Kentucky State Law Library
Frankfort	Kentucky State University
Hazard	Hazard Community College
Highland Heights	Northern Kentucky University
Lexington	University of Kentucky, M.I.K.
Lexington	University of Kentucky, Law
Louisville	Louisville Free Public Library
Louisville	University of Louisville, Ekstrom
Louisville	University of Louisville, Law
Morehead	Morehead State University
Murray	Murray State University
Owensboro	Kentucky Wesleyan College
Richmond	Eastern Kentucky University
Williamsburg	Cumberland College

DEPOSITORY LIBRARIES BY COUNTY

County	Library
Adair	Lindsey Wilson College
Boyd	Ashland Community College
Boyle	Centre College
Calloway	Murray State University
Campbell	Northern Kentucky University
Daviess	Kentucky Wesleyan College
Fayette	University of Kentucky, M.I.K.
Fayette	University of Kentucky, Law
Franklin	Kentucky Department for Libraries and Archives
Franklin	Kentucky State Law Library
Franklin	Kentucky State University
Jefferson	Louisville Free Public Library
Jefferson	University of Louisville, Ekstrom
Jefferson	University of Louisville, Law
Kenton	Thomas More College
Knox	Union College
Madison	Eastern Kentucky University
Perry	Hazard Community College
Rowan	Morehead State University
Warren	Western Kentucky University
Whitley	Cumberland College

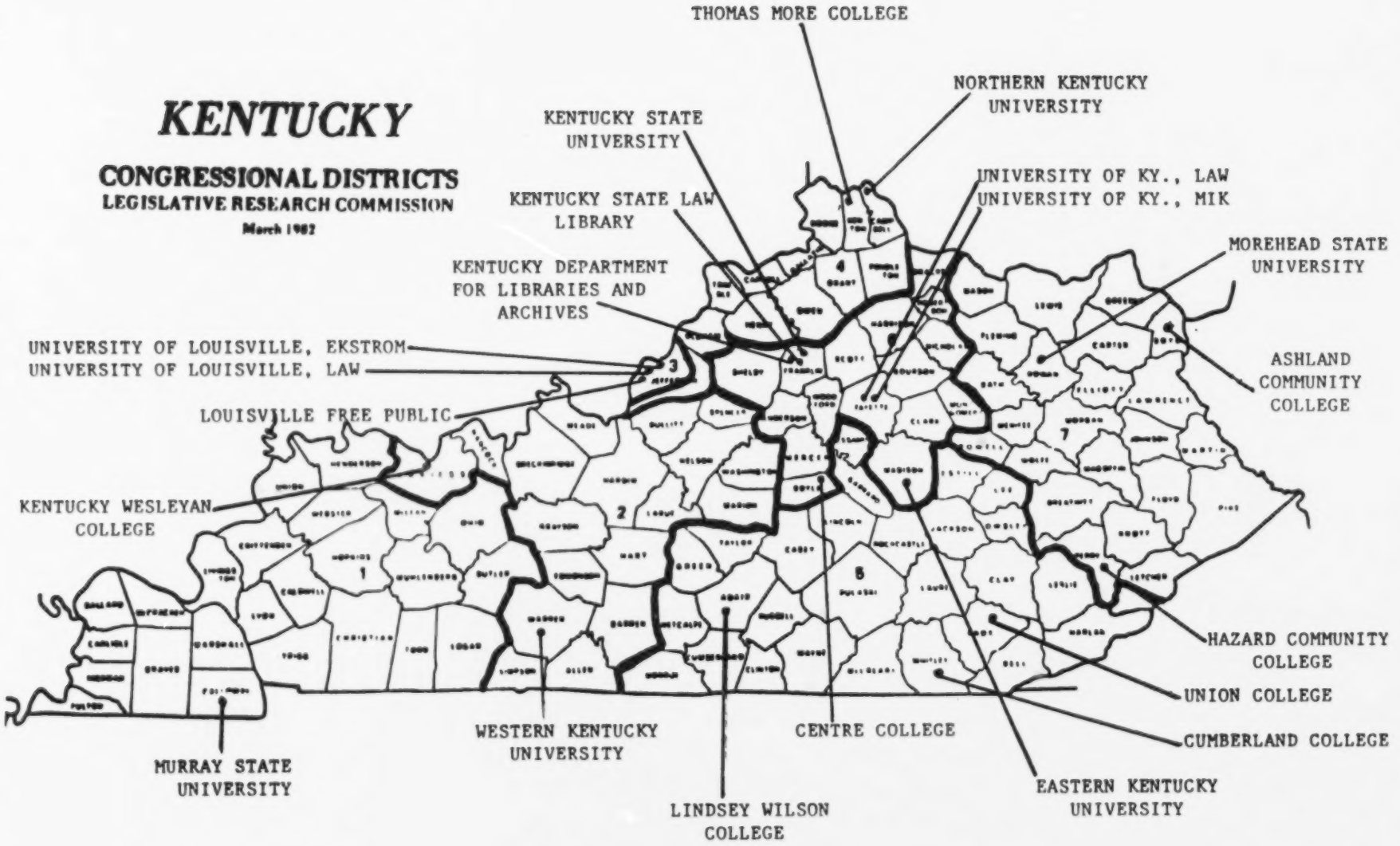
DEPOSITORY LIBRARIES BY DEPOSITORY NUMBER

Depository Number	Depository Library
207	Kentucky State Law Library
207A	Kentucky State University
208	University of Kentucky, M.I.K.*
208A	Lindsey Wilson College
209	Thomas More College
209A	Cumberland College
210	Morehead State University
210A	University of Kentucky, Law
211	University of Louisville, Ekstrom
211A	Kentucky Department for Libraries and Archives
212	Murray State University
213	Western Kentucky University
213A	Kentucky Wesleyan College
214	Louisville Free Public Library
214A	University of Louisville, Law
215	Hazard Community College
217	Eastern Kentucky University
217A	Centre College
217B	Northern Kentucky University
219	Ashland Community College
220	Union College

*Regional Depository Library

DEPOSITORY LIBRARIES BY DESIGNATION YEAR

Year	Library
1884	Centre College
1904	Louisville Free Public Library
1907	University of Kentucky (Selective)
1924	Murray State University
1925	University of Louisville
1934	Western Kentucky University
1955	Morehead State University
1958	Union College
1966	Eastern Kentucky University
1967	Kentucky Department for Libraries and Archives
1967	Kentucky State Law Library
1967	University of Kentucky (Regional)
1968	University of Kentucky Law Library
1970	Thomas More College
1972	Kentucky State University
1973	Northern Kentucky University
1975	University of Louisville Law Library
1986	Lindsey Wilson College
1988	Cumberland College
1988	Hazard Community College
1990	Ashland Community College



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APPENDIX C

Kentucky State Plan for Federal Depository Library Services
Letter of Agreement

_____, a designated Federal Depository Library, agrees to support the *Kentucky State Plan for Federal Depository Library Services* in order to achieve the major goals of the depository library program.

_____ _____

Signature Date
Depository Librarian

_____ _____

Signature Date
Depository Library Director

Please retain one copy of this agreement and return the other copy to:

Regional Librarian
Government Documents/Maps Department
Room 116 King Library - South
University of Kentucky
Lexington, Kentucky 40506-0039

LIBRARY_____
ADDRESS_____
_____
_____
_____

TYPE OF LIBRARY_____

TELEPHONE (___)_____ FAX NUMBER_____
(___)_____

DEPOSITORY LIBRARY NO. _____ SELECTION PERCENTAGE_____

OCLC SYMBOL_____ KLN SYMBOL_____ KULS SYMBOL_____

CONTACT PERSON(S)_____
_____

LENDING POLICY:
General Public_____
_____
ILL_____
_____

PHOTOCOPYING SERVICE: ____ Paper - Cost per copy_____
____ Fiche - Cost per copy_____
____ Film - Cost per copy_____
____ Fiche to Fiche - Cost per copy_____

REFERENCE SERVICE:
Do you provide documents reference service? ____yes ____no
Type of services offered:_____
_____
_____
_____

ELECTRONIC SERVICES_____
_____
_____
_____
_____

HISTORY AND DESCRIPTION:
Date library became a depository:_____ Type of designation:_____

Special collections:_____
_____
Special services:_____
_____
Subject area(s) emphasized:_____
_____
Special housing arrangements:_____
_____
Other:_____